



UNITED INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director *HGC*

THRU: Mike Garza, Associate Superintendent for Administration and Operation Services

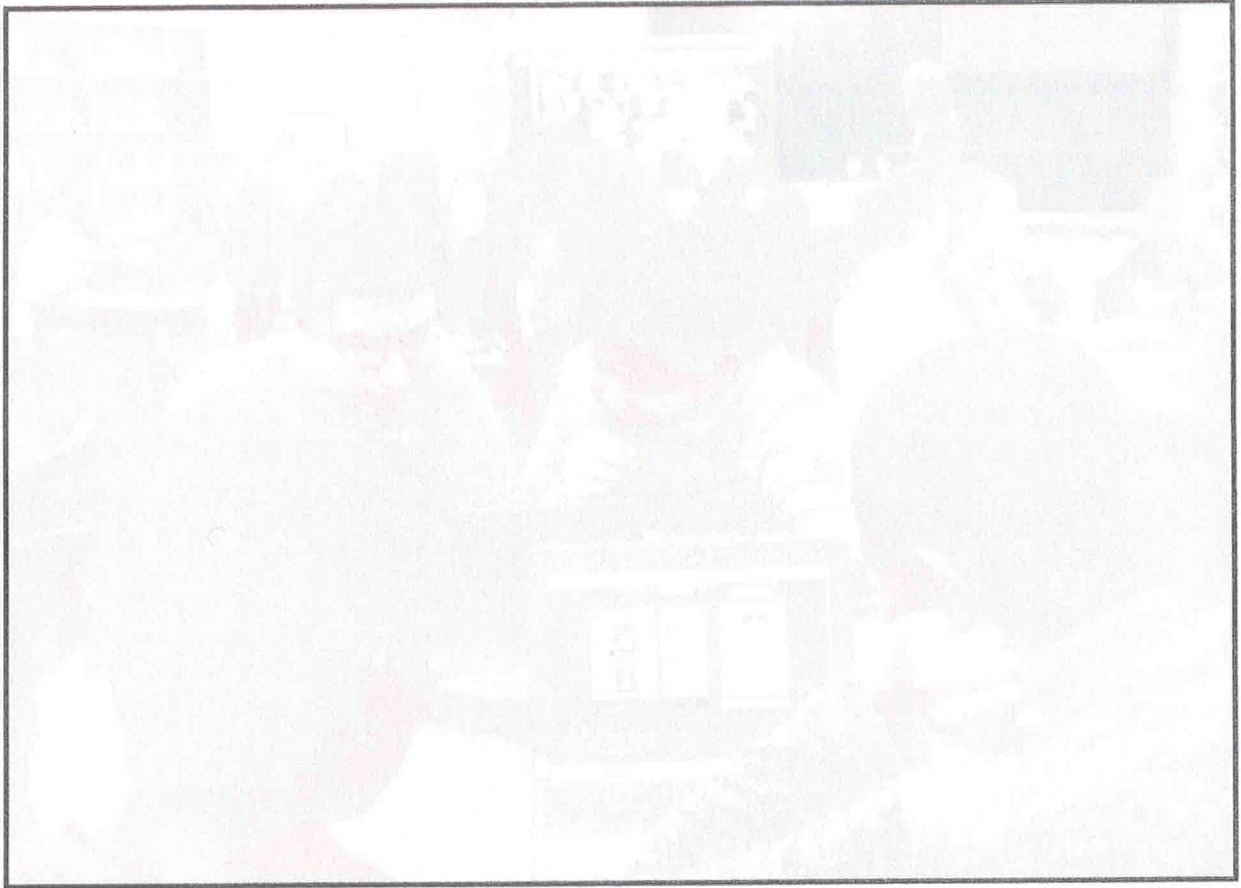
DATE: February 18, 2026

RE: Purchase of Mobile Learning Devices by United ISD Graduating Students

Attached is a list of Mobile Learning Devices that were purchased by graduating students at United High School (UHS), United South High School (USHS) and John B. Alexander High School (AHS). As per the attached page(s) from the United Independent School District Mobile Learning Device (MLD) Guidelines and Procedures Manual, graduating High School students are given the opportunity to purchase their assigned MLD for \$20.00. Quantities are as follows:

UHS	24
USHS	6
AHS	18

Please let me know if you have any questions on this matter.



United Independent School District

District Guidelines & Procedures Mobile Learning Devices (MLD) 2022 - 2023

5th Grade:

At the **start of 5th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the Librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

8th Grade:

At the **end of 8th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

12th Grade:

Upon graduation, the students will return the MLD device and all accessories. The graduate will be given the opportunity to buy his/her device if the device is more than 3 years old. If the student chooses to buy his/her device, the HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR EQUIPMENT SOLD TO STUDENT FORM must be filled out and signed by both parent and the student.

Campus Technicians will evaluate and assist the Librarians to compile and submit a list of irreparable/sold devices that need to be decommissioned by the IT Department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system.

Transferring within UISD

The campus registrar must maintain a shared roster with the librarian of students transferring within the district. It is the librarians responsibility to notify the receiving campus of the students' information concerning MLD. The information within the TipWeb is automatically transferred as soon as the student registers at the new district campus. If the student does not register the new campus must advise the transferring campus of the student's situation in order to recover the MLD. The responsibility of recovering the MLD becomes the responsibility of the last campus the student was registered at.



United Independent School District
Transfer/Disposal Form

Select if Transfer or Disposal:

☐ TRANSFER ☒ DISPOSAL

Page 1 of 2

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

UHS

Requested Date: 01/19/26

Requested By: Griselda-Gonzalez

Requested By:
Signature

Email: griselda.gonzalez@uisd.net

Approved By:
Signature

Phone: 473-5673

Fax: 473-1980

Title:
Print

Subanian

Date

1/19/26

Date

Principal/Director/Fixed Assets Liaison

Technician:
Print

De Turen

Technician:
Signature

1-19-26

E-mail: jjuren@uisd.net

Phone: 473-6330

Date

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIO, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) Please see attached "Senior Chromebooks" sold for	☐	☐	☐	☐
2.) Winter Graduates c/o 2025-2026	☐	☐	☐	☐
3.)	☐	☐	☐	☐
4.)	☐	☐	☐	☐
5.)	☐	☐	☐	☐
6.)	☐	☐	☐	☐
7.)	☐	☐	☐	☐
8.)	☐	☐	☐	☐
9.)	☐	☐	☐	☐
10.)	☐	☐	☐	☐

Note: Items not checked to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/departments is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

For Transfers Only

Transferred To:
Campus/Organization

Room No.:
If Applicable

Received By:
Print

Room No.:
If Applicable

Received By:
Signature

Room No.:
If Applicable

Title:
Print

Room No.:
If Applicable

Date

Room No.:
If Applicable

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 001-TN-999-1-23-26-613

Fixed Assets Clerk:
Signature

1-23-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker:
Signature

Date of Disposal

Campus Dept./Employee
(Verified Disposal Picked Up)

Signature

Phone:

Email:



Fill Transfer Section Below.

Transfer/Disposal Form

TRANSFER

Page

1

1

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: 12/19/25
Requested By: J. Vaughn
Requested By: J. Vaughn
Signature: J. Vaughn
Title: Librarian
Print: J. Vaughn
Date: 12/19/25
Approved By: J. Vaughn
Signature: J. Vaughn
Date: 12/19/25
Principal/Director/Fixed Assets Liaison: J. Vaughn
Signature: J. Vaughn
Date: 12/19/25
Campus/Organization: 002 UNITED SOUTH HIGH SCHOOL
Email: jvaughn@uisd.net
Phone: 5424
Fax: 5424

For Technology Equipment Only

Technician: J. Vaughn
Signature: J. Vaughn
Date: 12/19/25
E-mail: jvaughn@uisd.net
Phone: 5424

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) devices SOLD to December 2025 Graduates - see attached list	☐	☐	6	
2.)	☐	☐		
3.)	☐	☐		
4.)	☐	☐		
5.)	☐	☐		
6.)	☐	☐		
7.)	☐	☐		
8.)	☐	☐		
9.)	☐	☐		
10.)	☐	☐		

Note: Items not ✓ to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

For Transfers Only

Transferred To: J. Vaughn
Campus/Organization: J. Vaughn
Room No.: If Applicable
Received By: J. Vaughn
Print: J. Vaughn
Received By: J. Vaughn
Signature: J. Vaughn
Date: 12/19/25
Title: Librarian
Print: J. Vaughn
Phone: 5424
Email: jvaughn@uisd.net

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 002-15-999-1-23-26-611
Fixed Assets Clerk: J. Vaughn
Signature: J. Vaughn
Date: 1-23-26

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: J. Vaughn
Signature: J. Vaughn
Date of Disposal: 1-23-26
Campus Dept./Employee
(Verified Disposal Picked Up)
Signature: J. Vaughn
Disposal Completed Date: 1-23-26



United Independent School District
Transfer/Disposal Form

Select If Transfer or Disposal:

DISPOSAL

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Page

1

2

Campus/Department Only

Requested Date: 01/19/26

Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL

Requested By: Jessica Morales

Email: jmorales32@uisd.net

Phone: 956-473-5251

Fax:

Requested By: Signature

Date: 1/19/26

Approved By: Signature

Date: 1/19/26

Title:

Librarian

Date

Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: Print

N/A

Technician: Signature

Date

E-mail:

Phone:

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, Etc. Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Condition Good or Bad
1.) 2025 Dec. Grad. Chromebook Sales	☐	☐	301d. Number of Items 18
2.)	☐	☐	
3.)	☐	☐	
4.)	☐	☐	
5.)	☐	☐	
6.)	☐	☐	
7.)	☐	☐	
8.)	☐	☐	
9.)	☐	☐	
10.)	☐	☐	

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For Transfer Only

Transferred To: Campus/Organization

Room No.: If Applicable

Received By: Print

Signature

Date

Signature

Date

Fixed Assets Department Use Only

Control # 003-510-999-1-23-26-612

Fixed Assets Clerk: Signature

1-23-26

Fixed Assets Worker: Signature

1-23-26

Fixed Assets Department For Disposal Only

Signature

Date of Disposal

Campus Dept./Employee
(Verified Disposal Picked Up)

Signature

Phone: Email:

RESOLUTION

WHEREAS, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

WHEREAS, The Texas Education Code 11.151 (c) states, "The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district",

WHEREAS, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

WHEREAS, be it further resolved that the Superintendent is directed to dispose of the said property, using the following method:

To the December 2025 graduating students from United High School, United South High School and John B. Alexander High School for the unitary amount of \$20.00 each, as per the United Independent School District Mobile Learning Device (MLD) Guidelines & Procedures Manual

BE IT RESOLVED by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on **February 18, 2026.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees